

**INSTRUCTIONS FOR COMPLETING  
WEATHERIZATION/HARRP  
REQUEST FOR BUDGET CHANGE  
oeo-03225-b**

1. Complete sub-grantee name, telephone number, project period and budget change request number.
2. Indicate the name of the program.
3. Enter the current (approved) budget amount for each cost category.
4. Enter the new (proposed) budget amount for each cost category.
5. Indicate the specific reason(s) for the budget change.
6. Enter the signature and title of the authorized official (Executive Director or Board Chairperson) and the date signed.
7. **A revised Grantee Budget (OEO Form 225 Weatherization/HARRP) showing the results of the requested changes must accompany the Request for Budget Change.**
8. The Request for Budget Change should be mailed to:

Mr. Lawrence Wilson, Director  
Office of Economic Opportunity  
2013 Mail Service Center  
Raleigh, North Carolina 27699-2013

N.C. Department of Health and Human Services  
Office of Economic Opportunity  
Weatherization Assistance Program  
FY 2006

REQUEST FOR BUDGET CHANGE

Contractor Name \_\_\_\_\_ Telephone # \_\_\_\_\_  
Fax # \_\_\_\_\_  
Contract Period \_\_\_\_\_ Change # \_\_\_\_\_

Weatherization Assistance Program

	CURRENT BUDGET	INCREASE/ DECREASE	NEW BUDGET
T&TA			
Single Audit			
Administration			
Liability Insurance			
Materials			
Program Operations			
Health & Safety			
TOTALS			

Heating and Air Repair and Replacement Program

	CURRENT BUDGET	INCREASE/ DECREASE	NEW BUDGET
Administration			
Materials			
Program Operations			
TOTALS			

Reason(s) for the Budget Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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FOR OEO USE ONLY

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

For Information Only \_\_\_\_\_

\_\_\_\_\_  
OEO Director

\_\_\_\_\_  
Date